

**CLINTON COUNTY BOARD OF ELECTIONS  
ELECTIONS SPECIALIST (Democrat)**

The Clinton County Board of Elections currently has an opening for an ELECTIONS SPECIALIST – Full-Time w/ benefits. In order to maintain bipartisan staffing, preferred candidate will be either politically unaffiliated or affiliated with the democratic party as defined in ORC 3513.05¶7. All interested persons should submit a cover letter and resume to [Tacoronte.Andrea@clinton.oh.gov](mailto:Tacoronte.Andrea@clinton.oh.gov). For a full description of qualifications and job details, please see attached pages.

Deadline for submission is July 24, 2024.

Clinton County is an Equal Opportunity Employer.

**Job Description**  
**Elections Specialist (Democrat)**  
**For the Clinton County Board of Elections**

**Minimum Qualifications:**

High school diploma or the attainment of the equivalency of a high school diploma (GED). College degree preferred. Specialized training and/or certification in the various aspects of election administration is to be favored in evaluating the background of applicants. Two to three years experience with elections preferred. At least one year of experience in communications and/or event coordination preferred.

The Clinton County Board of Elections strives to maintain a bipartisan office. In order to preserve parity, preference will be given to candidates who are either politically unaffiliated or affiliated with the Democratic Party as defined by Ohio R.C. 3513.05¶7.

**Skills:**

- Effective written and oral communication abilities
- Strong social media skills
- Attention to detail
- Strong computer skills, including familiarity with Word, Excel, Outlook, PowerPoint, Adobe Acrobat
- Strong organizational skills
- Ability to be adaptable and to perform in stressful or emergency situations
- Ability to conduct self in a professional and courteous manner
- Able to collaborate and work within a team setting

**Preferred Experience and Skills:**

- Knowledge of the election cycle and process
- Experience with voter registration software.
- Willingness and ability to assist any person, without regard to the person's political affiliation, who requests information or assistance from the Board of Elections

**Duties:**

Under general direction

- Performs all of the duties of Election Clerk including
  - Process voter registrations and maintain voter registration files
  - Provide and process absentee ballot applications
  - Process requests from the Ohio Department of Liquor Control, local options, and provide packets and other appropriate information to local option petitioners
  - Provide candidate petitions; file and process returned petitions

In addition to duties of Election Clerk, and under general supervision

- Creates social media content for Board of Elections
- Provides technical assistance and support to Early Voting Center and polling locations, as needed
- Verifies and researches street locations and addresses
- Assists and participates in poll worker trainings
- Assist in all aspects of electronic voting equipment and electronic poll books:
  - Pre-defining and Logic & Accuracy testing of equipment prior to each election
  - Inventory and inspection of all equipment after each election
  - Property storage and maintenance of equipment

- Data entry into asset tracking database system
- Coordinates with temporary staff during election cycles
- Stages election equipment and coordinate loading and return of equipment after election
- Prepares and assembles poll worker training equipment
- Assists with setup of equipment for pre-election public tests
- Assists in preparation of Election Day polling location documents/supply preparation
- Acts in troubleshooting role for poll workers on election day
- Performs other duties as assigned.

**Physical Requirements:**

- Ability to perform the basic operational skills of stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, and lifting.
- Must be able to lift up to 50 lbs.
- Ability to sit for extended periods of time; walk back and forth between desk and front counter; stand for extended periods of time; ability to use computer for extended period of time.

**Travel and Other Requirements:**

- Occasional travel to polling locations within Clinton County required. Occasional overnight travel within the state may be required.
- Ability to work with frequent interruptions while maintaining attention to detail and accuracy.
- Ability to perform in a professional manner under pressure and stress when confronted with tight deadlines. Must be able to cope with and resolve emergencies.
- Must be willing & able to work extended hours, sometimes with limited notice, especially in a two-month period around elections.

**Reports to:** The Elections Equipment Specialist reports to and is under the general supervision of the Director and/or Deputy Director of the Clinton County Board of Elections.

**Supervises:** This position supervises no one.

**Salary & Benefits:** Salary dependent upon experience; benefits as outlined in Chapter 4, Employee Benefits of the Clinton County Personnel Policy Manual (see attached Chapter 4 cover page)

**Classification:** The Elections Equipment Specialist is a full-time employee with a 40 hour per week work schedule. The position is unclassified which means the position serves at the pleasure of the Board of Elections. Position subject to 90 days probation.

**To Apply:** Please send resume with cover letter to Andrea Tacoronte, Director, by email at [Tacoronte.andrea@clinton.oh.gov](mailto:Tacoronte.andrea@clinton.oh.gov) or by mail to 111 S Nelson Ave., Wilmington, OH 45177. For more information, please call the Board office at 937-382-3537.